

The Bridge

Connecting people with opportunities



MITCHELL
COMMUNITY
COLLEGE

CONNECTING *Life to Learning*

www.mitchellcc.edu



**Spring 2014
Continuing Ed Schedule
Register Today!**

INSIDE



Register Today for Spring Semester

Classes have limited seating. Registration and payment must be received at least 3 days prior to the course start date.

See Schedule on page 7.

Call
(704) 878-3220
for class
availability.

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Mitchell Community College's Continuing Education Division strives to provide academic and occupational programs consistent with the educational needs of Iredell and surrounding counties. The College provides opportunities for people to further meet their educational goals by offering programs that enable people to pursue vocational, cultural, and civic interests. Courses include formal academic learning, cultural advancement, vocational and technical improvement, and personal enrichment. Continuing Education Units (CEU's) are awarded in accordance with Southern Association of Colleges and Schools criteria.

CAMPUS LOCATIONS

Main Campus

500 West Broad Street
Statesville, NC 28677-5264
(704) 878-3200

Continuing Education Center

701 West Front Street
Statesville, NC 28677-5644
(704) 878-3220

Technology and Workforce Development Center

701 West Front Street
Statesville, NC 28677-5644
(704) 878-3220

Mooresville Center

219 North Academy Street
Mooresville, NC 28115-3106
(704) 663-1923

Cherry Street Center

704 Cherry Street
Statesville, NC 28677-5133
(704) 878-4367

Cosmetic Arts Center

3223 Taylorsville Highway
Statesville, NC 28625-2966
(704) 878-4372

For questions or more information on Continuing Education programs, call (704) 878-3220 or visit our website.

www.mitchellcc.edu/



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www.facebook.com/mitchellcommunitycollege/

An Equal Opportunity College/Affirmative Action Employer

Contributing Writer, Rosemary Britt

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This printed piece was produced using process-color inks made from a blend of vegetable oils and contain extremely low VOCs.



Are you a veteran or a member of the NC National Guard? If so, you may qualify for special assistance.

Contact Beverly Hedrick at
(704) 978-5471 or email
bhedrick@mitchellcc.edu.



From the President

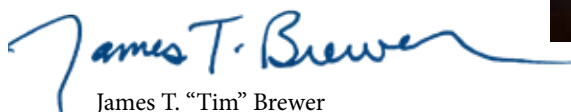
As you think about ways to advance your career, and perhaps transition to a new job, I hope that you will consider the training options available at Mitchell Community College. We offer a wide range of technical programs to equip you with the skills our local employers say they need, and we can assist you in earning third-party certifications of your skills.

Whether you need to get a job or want to work towards a better job, I encourage you to explore Mitchell's latest Back-to-Work program. Utilizing the Building Technical Talents program, this spring's Back-to-Work program offers a wide range of technical training programs for unemployed and underemployed adults in our area. You may qualify for assistance with registration fees, books and certification fees through the latest Back-to-Work program.

Back-to-Work training could be the start of great educational achievements for you. Many programs provide stackable credits along with options for earning college credit through testing and certification. With additional study, there are even options for transferring to a four-year college or university.

As you think about your next move, I encourage you to read on and see what new skills you can gain at Mitchell Community College. Remember, new skills mean new options!




James T. "Tim" Brewer



Vice President, Workforce Development

Life is full of transitions. Some of these changes come with careful planning while others take us by surprise. No matter how a change begins, the key to making a successful transition almost always lies in how we evaluate the situation and take action.

If you find yourself needing a new job or a better job, please give Mitchell Community College the opportunity to help you make this transition. Our latest Back-to-Work program can give you certified technical skills in six months or less, and it's free to unemployed or underemployed students. If you are a veteran or an active member of the National Guard, you have new training options available to help you make the transition from the military to the civilian workforce.

Remember, the only thing in life that is constant is change! We invite you to visit us at Mitchell to see how we can help you hone and refresh your technical skills and keep pace with today's demands.


Carol Johnson

Need a job? Need a better job?

Let Mitchell help you make the transition to a new career.

Mitchell Community College will offer an expanded Back-to-Work program during Spring Semester 2014 to help Iredell County residents transition into new or better jobs through technical training. Qualified students may study through Mitchell's Building Technical Talents program with tuition, registration fees, books and certification expenses covered for approved courses by a \$173,870 Back-to-Work grant.

Back-to-Work training is available in a range of technical fields, and is designed to prepare people for jobs in Iredell County. Training programs open to Back-to-Work participants are Bio-Process Technician, Certified Production Technician, Computer Repair, Forklift Training,

HVAC Core Skills, Industrial Technician, Machining Technologies, Mechatronics, Truck Driver and Welding. Another option, Informatics, includes extensive training in Microsoft Office programs, including Excel, PowerPoint and Word.



As part of the latest Back-to-Work program, *Students receive one-on-one instruction.*

Mitchell is offering expanded career track options for military veterans and members of the National Guard. Approved training programs for veterans and active members of the National Guard are Basic Law Enforcement (BLET), Firefighter, Emergency Medical Technician (EMT) and Certified Nursing Assistant (CNA).

The Back-to-Work program is open to anyone who is unemployed or underemployed. Underemployment is defined as earning less than \$22,980 per year for an individual or \$47,100 for a family of four. The Spring 2014 Back-to-Work program does not require that participants be unemployed or underemployed for an extended period, a change from previous years.



Advanced manufacturing lab provides hands-on training.



BACK-TO-WORK STUDENT

Teresa Knutsen

"The Back-to-Work program gives me a reason to get up. It's helped me get focused."

Teresa Knutsen has worked some tough jobs—a year as a mail inspector and another year as an IT specialist in Iraq. Both jobs were 12 hours a day, 7 days a week. "There was little to do over there except work," said Knutsen. "Security was tight and there were few places we could go." When her next assignment was going to take her into Afghanistan, she decided to look for employment back in the states and took a job with Charlotte International Airport's transit group where was most recently a supervisor. She was laid off seven months ago, the result of changes taking place.

Knutsen, who has a diploma in computer technology, decided to sign up for the Back-to-Work program. "This program has been great," said Knutsen. "It gives me a reason to get up every morning."

So far, she has completed the orientation, Career Readiness Certification, Digital Literacy Certification, and applied technology boot camp. In January, she will begin certifications in Microsoft Office and Industrial Technology. "I believe combining my computer technology background with these to training tracks will help me get a great job."

Participants in the Back-to-Work program earn a Career Readiness Certification (CRC) that is now required by many local manufacturers. They also earn a third-party certification of skills, if one exists in the field. Along with technical skills, students learn the soft skills needed to get and keep a job.

The Building Technical Talents program was made possible through Golden LEAF grant funds of \$418,742 that enabled the college to purchase advanced manufacturing training equipment in 2012. Mitchell subsequently expanded course offerings in mechatronics, robotics and automation.

Back-to-Work grant funds must be used by the end of June, so it is important to sign up for the program right away. The next Back-to-Work Boot Camp with orientation is scheduled for Jan. 6-10. During the week, participants will complete an orientation and a screening/advisement



Students work in computer lab during Back-to-Work bootcamp.

session to select an appropriate program of study. Once participants choose a program of study, they continue into either a Technical Bootcamp or an Informatics Bootcamp. The bootcamps are followed by workforce certification training and job-specific training that may be completed in six months or less.

To find out more and to see if you qualify, contact Hedy Ryerson, (704) 878-3235, hryerson@mitchellcc.edu.

Pre-Apprenticeship Program

Certifications demonstrate job readiness.

This is new certification sanctioned by the NC Department of Labor that teaches basic technical and job-readiness skills for designated occupational sectors leading to possible entry into Registered Apprenticeship training. Mitchell's approved courses of study for the Pre-Apprenticeship Program include Bio-Process Technician, Certified Production Technician, Industrial Maintenance, Mechatronics, and Welding.

Approved courses feature both a classroom and a lab setting in order to provide exposure to the work environment for the targeted occupations.

To earn this additional certification, participants must successfully complete the technical training, complete a 24-hour employability skills class, and earn a Career Readiness Certification.

Upon successful completion, participants receive a certificate from the NC Department of Labor. Successful completion of an approved Pre-Apprenticeship program will likely enhance the probability of transition to registered apprenticeship or an opportunity for employment in the industry above an entry level position.

For more information, contact Beverly Hedrick at (704) 978-5471.

BACK-TO-WORK STUDENT

Alan Johnson

"Thanks to the program, I am training for a career that offers higher pay so I can better support my family."

Alan Johnson graduated from UNC-Charlotte in 2011 with a degree in English. Johnson, an avid writer, soon found out that there weren't many jobs where he could use his degree. "You are sort of 'pigeon-holed' unless you want to teach," said Johnson.

When he heard about Mitchell's Back-to-Work grant, he decided to take the opportunity to train for a new career. "With the grant covering tuition and certification, I thought now was the time to rethink my career options," said Johnson. "I like working on mechanical things and I'm pretty good at it too."

He completed the initial orientation and the applied technology boot camp and will begin HVAC and welding classes in January.

"We have a four-year old and we are expecting our second child in July," said Johnson. "I want to be able to support my family and there will always be a need in these areas." Johnson believes that his degree plus training in HVAC and welding him an edge. "My English degree gives me strong 'transferable' skills, both written and verbal communications. I think these will be an asset when it comes to working with customers," he added.



Job Fairs match employers with job seekers

Employers hired over 30 new employees at the October Job Fair.

Over 30 job seekers found employment at the October Job Fair in Mooresville. Mitchell Community College began partnering with local and state organizations to sponsor job fairs.

"Our goal is to help match employers with job seekers," said Hedy Ryerson, Mitchell's human resources development coordinator. "We are working to recruit employers who are actually hiring new employees. Plus, we are offering resources to prepare job seekers.

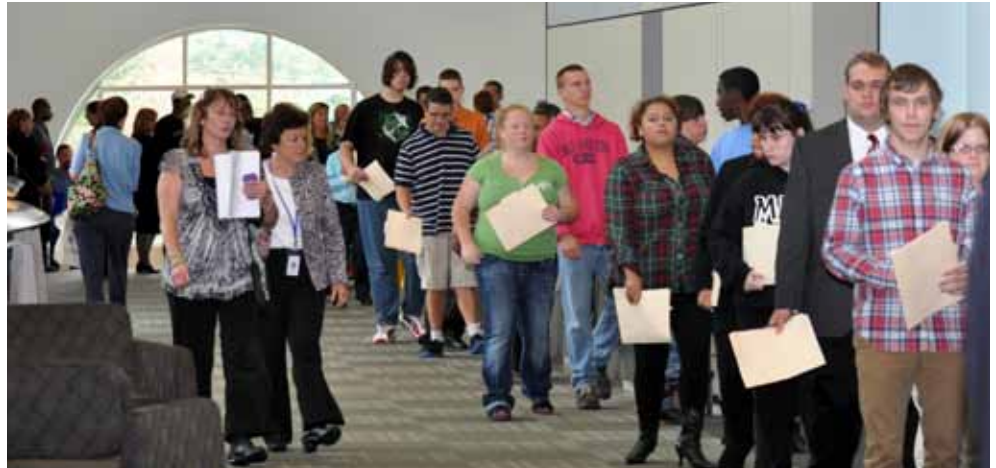
Events took place in Statesville and Mooresville and included workshops, panel discussions, resume writing and mock interview support.

In today's competitive job market, it is important to have a good resume and to be confident and poised in an interview.

"We want to make sure that individuals who are looking for employment make a strong first impression," said Hedy Ryerson. "Feedback from employers and job seekers has been good."

Organizers for the Job Fairs include Centralina Workforce Development Board, Iredell Human Resource Association, Statesville Chamber of Commerce, Mooresville-South Iredell Chamber of Commerce, Statesville Development Corp., Mooresville-South Iredell Economic Development, NC Department of Commerce, and NC Works Online.

The next Job Fair will take place in Statesville on Thursday, March 20. Save the date!



Job seekers line up for Job Fair opening.



Representative from Onsrud shares information with one of the many job seekers.



Jessica Stewart, Duke Carpenter, and Chester Willis lead discussion on job searches.

Johnson gets promotion



Craig Johnson, who was featured in the last issue of The Bridge, just got a promotion to team leader at NGK Ceramics.

Johnson, who received training as a Certified Production Technician (CPT), was hired as a

technical machine operator in July.

Johnson, lost his telecommunications job after a downsizing and decided to pursue a career in advanced manufacturing.

NGK recently hired Back-to-Work completers Ahmad Stevenson and Dana Coley. Steven Hilker, Tom McNeil, and Everette Canterbury were hired thru Staffmark.

NGK serves on Mitchell's manufacturing advisory board.

**N.C. MANUFACTURING AWARENESS WEEK
APRIL 7 - 11, 2014**

An opportunity to learn about
Advanced Manufacturing Careers

Powered by technology

Open House on Tuesday, April 8

This is a great opportunity for students, parents and other job seekers to find out about educational and training available to prepare for these great jobs.

For now, just save the date.

Advanced Manufacturing Week is supported by the North Carolina Department of Public Instruction and the North Carolina Community College System.

SPRING 2014 CONTINUING EDUCATION CLASS SCHEDULE

Title	Start Date	End Date	Days	Start Time	End Time	Bldg-Rm	Town	Cost	Book	New
CAREER DEVELOPMENT AND EMPLOYABILITY (704) 978-5438										
Classes are for dislocated workers, individuals seeking employment or advancement, or those interested in returning to school for retraining.										
Career Coaching	1/6	5/15	M	5:30 PM	8:00 PM	MCA-110	M	Varies*		
Employability Lab	1/6	5/15	M Tu W Th	8:30 AM	1:30 PM	CEC-25	S	Varies*		
Employability Lab	1/6	5/14	M W	5:30 PM	8:30 PM	CEC-25	S	Varies*		
Employability Lab	1/6	5/15	M Tu W Th	8:30 AM	1:30 PM	MCA-110	M	Varies*		
Employability Lab	1/6	5/15	M Tu W Th F	9:00 AM	2:00 PM	GWD	S	Varies*		
Employability Lab	1/7	5/14	Tu Th	5:30 PM	8:30 PM	MCA-110	M	Varies*		
Resumé Workshop	1/10	5/9	F	9:00 AM	12:00 PM	MVLL	M	Varies*		
Strategies for Student Success	12/9	12/13	M Tu W Th F	10:00 AM	4:00 PM	CEC-9	S	Varies*		
Strategies for Student Success	1/13	1/17	M Tu W Th F	10:00 AM	4:00 PM	CEC-8	S	Varies*		
Strategies for Student Success	2/4	2/19	T W Th	5:30 PM	8:30 PM	CEC-8	S	Varies*		
Strategies for Student Success	2/10	2/14	M Tu W Th F	10:00 AM	4:00 PM	CEC-8	S	Varies*		
Strategies for Student Success	3/24	3/28	M Tu W Th F	10:00 AM	4:00 PM	CEC-8	S	Varies*		
Strategies for Student Success	4/21	4/25	M Tu W Th F	10:00 AM	4:00 PM	CEC-8	S	Varies*		
Back-to-Work Boot Camp	1/6	1/10	M Tu W Th F	10:00 AM	4:00 PM	CEC-9	S	Varies*		
Back-to-Work Boot Camp	2/3	2/7	M Tu W Th F	10:00 AM	4:00 PM	CEC-9	S	Varies*		
Back-to-Work Boot Camp	3/17	3/21	M Tu W Th F	10:00 AM	4:00 PM	CEC-9	S	Varies*		
Back-to-Work Boot Camp	5/19	5/23	M Tu W Th F	10:00 AM	4:00 PM	CEC-10	S	Varies*		
Introduction to Bio-Technology	4/29	5/8	T W Th	9:00 AM	1:00 PM	MCA-122	M	Varies*		

*For unemployed or underemployed, fee is waived. Fee range is \$70-\$180.

JOB TRAINING, RETRAINING AND CERTIFICATIONS

Administrative/Office (704) 878-4266

Administrative Assistant	3/18	4/10	Tu Th	1:00 PM	4:00 PM	WFD-108	S	\$70.00	+book	
Notary Public	1/15	1/15	W	9:00 AM	5:00 PM	CEC-10	S	\$70.00	+book	
Notary Public	2/12	2/12	W	9:00 AM	5:00 PM	MCA-106	M	\$70.00	+book	
Notary Public	3/10	3/12	M W	5:30 PM	9:00 PM	CEC-10	S	\$70.00	+book	
Notary Public	4/16	4/16	W	9:00 AM	5:00 PM	MCA-106	M	\$70.00	+book	
Notary Public	5/14	5/14	W	9:00 AM	5:00 PM	CEC-10	S	\$70.00	+book	

Automotive/Transportation (704) 878-4266

Auto Dealer Six-Hour Continuing Ed	1/2	5/15	Ongoing			Internet		\$60.00		
Auto Emissions-Initial Certification	2/3	2/5	M W	6:00 PM	10:00 PM	AUT	T	\$70.00		
Auto Emissions-Initial Certification	4/7	4/9	M W	6:00 PM	10:00 PM	AUT	T	\$70.00		
Auto Emissions-Initial Certification	6/2	6/4	M W	6:00 PM	10:00 PM	AUT	T	\$70.00		
Auto Emission-Recertification	2/5	2/5	W	6:00 PM	10:00 PM	AUT	T	\$70.00		
Auto Emission-Recertification	4/9	4/9	W	6:00 PM	10:00 PM	AUT	T	\$70.00		
Auto Emission-Recertification	6/4	6/4	W	6:00 PM	10:00 PM	AUT	T	\$70.00		
Auto Safety Inspection	1/6	1/8	M W	6:00 PM	10:00 PM	AUT	T	\$50.00		
Auto Safety Inspection	3/3	3/5	M W	6:00 PM	10:00 PM	AUT	T	\$50.00		
Auto Safety Inspection	5/5	5/7	M W	6:00 PM	10:00 PM	AUT	T	\$50.00		
Auto Safety Inspection	6/16	6/18	M W	6:00 PM	10:00 PM	AUT	T	\$50.00		
Automotive Service Excellence (ASE) Testing	Complete the ASE exam at Mitchell Community College. The computer-based testing format is offered eight months out of the year. Visit www.ase.com or call (704) 878-4266.									
Escort Vehicle Certification	4/12	4/12	Sa	8:00 AM	5:00 PM	CEC-8	S	\$70.00		
Escort Vehicle Recertification	4/12	4/12	Sa	8:00 AM	12:00 PM	CEC-8	S	\$70.00		
*Truck Driver Training ¹	2/10	4/14	M Tu W Th F	8:00 AM	5:00 PM	CEC-9	S	\$1,882.00		

¹Must attend orientation on 1/22/14 to register.

*Qualifies for Back-to-Work financial Assistance.

SPRING 2014 CONTINUING EDUCATION CLASS SCHEDULE

Title	Start Date	End Date	Days	Start Time	End Time	Bldg-Rm	Town	Cost	Book	New
Computer Service and Repair (704) 978-5471										
Computer Repair & A+ Certification Prep	2/4	5/1	Tu Th	12:30 PM	4:30 PM	WFD-211-14	S	\$180.00		
Computer Repair & A+ Certification Prep	5/13	8/7	Tu Th	12:30 PM	4:30 PM	WFD-211-14	S	\$180.00		
Computer Software and Tablets (704) 878-4266 Statesville and (704) 663-1923 Mooresville										
Computers and Email for Beginners	3/18	4/10	Tu Th	9:00 AM	12:00 PM	WFD-104	S	\$70.00		
Computers, Introduction to	1/14	2/6	Tu Th	9:00 AM	12:00 PM	WFD-104	S	\$70.00	+book	
Computers, Introduction to	1/27	2/19	M W	5:30 PM	8:30 PM	MCA-109	M	\$70.00	+book	
Computers, Introduction to	2/18	3/13	Tu Th	5:30 PM	8:30 PM	WFD-104	S	\$70.00	+book	
Computers, Introduction to	4/28	5/21	M W	5:30 PM	8:30 PM	MCA-120	M	\$70.00	+book	
Excel 2013, Introduction	1/22	1/22	W	9:00 AM	4:00 PM	MCA-109	M	\$70.00	+book	
Excel 2013, Introduction	4/23	4/23	W	9:00 AM	4:00 PM	MCA-109	M	\$70.00	+book	
Excel, Intermediate	2/26	2/26	W	9:00 AM	4:00 PM	MCA-109	M	\$70.00	+book	
Excel, Intermediate	4/22	5/15	Tu Th	9:00 AM	12:00 PM	WFD-104	S	\$70.00	+book	
Excel, Intermediate	6/4	6/4	W	9:00 AM	4:00 PM	MCA-109	M	\$70.00	+book	
Excel 2013, Advanced	4/3	4/3	W	9:00 AM	4:00 PM	MCA-109	M	\$70.00	+book	
Excel 2013, Advanced	7/16	7/16	W	9:00 AM	4:00 PM	MCA-109	M	\$70.00	+book	
iPad Basics	1/9	1/9	Th	9:00 AM	4:00 PM	CEC-10	S	\$70.00		
Microsoft Office 2013: Excel, PowerPoint, Word, Introduction	3/3	3/26	M W	5:30 PM	8:30 PM	MCA-109	M	\$70.00	+book	
Microsoft Office 2013: Excel, PowerPoint, Word, Introduction	4/15	5/8	Tu Th	5:30 PM	8:30 PM	WFD-104	S	\$70.00	+book	
Microsoft Office 2013: Excel, PowerPoint, Word, Introduction	7/21	8/13	M W	5:30 PM	8:30 PM	MCA-109	M	\$70.00	+book	
*Microsoft Office Specialist 2010: Word	1/14	3/6	Tu Th	5:30 PM	8:30 PM	WFD-104	S	\$125.00		
*Microsoft Office Specialist 2010: Word Certification Exam	3/11	3/11	Tu	5:30 PM	8:30 PM	WFD-104	S	\$110.00		
*Microsoft Office Specialist 2010: PowerPoint	3/18	4/10	Tu Th	5:30 PM	8:30 PM	WFD-104	S	\$70.00		
*Microsoft Office Specialist 2010: PowerPoint Certification Exam	4/15	4/15	Tu	5:30 PM	8:30 PM	WFD-104	S	\$110.00		
*Microsoft Office Specialist 2010: Excel	4/22	6/12	Tu Th	5:30 PM	8:30 PM	WFD-104	S	\$125.00		
*Microsoft Office Specialist 2010: Excel Certification Exam	6/17	6/17	Tu	5:30 PM	8:30 PM	WFD-104	S	\$110.00		
Photoshop, Intermediate	2/28	2/28	F	9:00 AM	4:00 PM	WFD-104	S	\$70.00		
PowerPoint, Intermediate	1/24	1/24	F	9:00 AM	4:00 PM	WFD-104	S	\$70.00	+book	
Word, Intermediate	4/11	4/11	F	9:00 AM	4:00 PM	WFD-104	S	\$70.00	+book	
Construction (704) 878-4266										
Building Contractors License Prep	2/24	5/5	M W	7:00 PM	10:00 PM	CEC-5	S	\$190.00	+books	
Electrical Contractors License Renewal	3/22	3/22	Sa	8:00 AM	5:00 PM	CEC-8	S	\$70.00		
Electrical Contractors License Renewal	6/21	6/21	Sa	8:00 AM	5:00 PM	CEC-8	S	\$70.00		
Electrical Wiring, Basic	2/10	5/7	M W	8:30 AM	12:30 PM	DRK-101	S	\$191.25		
EPA Refrigerant Recycling and Recovery	3/18	3/25	Th	12:00 PM	4:00 PM	DRK-109	S	\$95.00		
<i>NOTE: Registration ends 2 weeks prior to start of class.</i>										
*HVAC Core Skills	1/21	4/17	M Tu W Th	8:30 AM	3:30 PM	DRK-109	S	\$281.25	Incl. book	
Plumbing and Pipefitting Fundamentals	1/28	4/17	Tu Th	5:00 PM	9:00 PM	DRK-101	S	\$191.25		
Health Care (704) 978-5443										
Medical Office Administrative Staff	1/7	5/23	Tu W Th F	9:00 AM	1:00 PM	WFD-214	S	\$207.00	N/A	
Medical Coding and Billing I	1/14	4/9	Tu W Th	9:00 AM	1:00 PM	WFD-220	S	\$180.00	+books	
Medical Coding and Billing I	2/18	5/14	Tu W Th	5:15 PM	9:15 PM	WFD-220	S	\$180.00	+books	
Nurse Assistant I	TBD	TBD	TBD					\$223.00	+book	

*Qualifies for Back-to-Work financial Assistance.

SPRING 2014 CONTINUING EDUCATION CLASS SCHEDULE

Title	Start Date	End Date	Days	Start Time	End Time	Bldg-Rm	Town	Cost	Book	New
Nurse Assistant I Refresher	2/25	3/18	Tu W Th	1:00 PM	5:00 PM	GWD-104	S	\$125.00	N/A	
Pharmacy Technician Training	1/21	4/2	Tu W Th	8:15 AM	11:15 AM	WFD-212	S	\$180.00	+book	
Pharmacy Technician Training	2/24	5/6	M Tu Th	6:00 PM	9:00 PM	WFD-212	S	\$180.00	+book	
Personal Home Care Aide	2/3	5/14	M W	1:00 PM	5:00 PM	WFD-214	S	\$180.00	N/A	
Manufacturing and Industrial (704) 978-5471										
Advanced Integrated Manufacturing Systems (AIMS) Lab	1/22	5/14	M W	1:30 PM	7:30 PM	WFD-113	S	\$196.25		
*Bioprocess Technician Training	5/12	8/8	M W F	8:30 AM	12:30 PM	MCB-305	M	\$231.25		
*Certified Production Technician	1/27	4/11	M Tu W Th F	8:30 AM	12:30 PM	WFD-113	S	\$181.25		
*Forklift Training	2/28	2/28	F	8:30 AM	4:30 PM	WFD-112	S	\$71.25		
*Forklift Training	3/28	3/28	F	8:30 AM	4:30 PM	WFD-112	S	\$71.25		
*Forklift Training	4/25	4/25	F	8:30 AM	4:30 PM	WFD-112	S	\$71.25		
*Forklift Training	5/23	5/23	F	8:30 AM	4:30 PM	WFD-112	S	\$71.25		
*Industrial Technician	1/27	4/29	M Tu W Th	1:30 PM	5:30 PM	WFD-111	S	\$181.25		
*Industrial Technician	5/19	8/20	M Tu W Th	1:30 PM	5:30 PM	WFD-111	S	\$181.25		
*Machining Technologies with CNC	6/2	8/12	M Tu W Th	8:30 AM	12:30 PM	WFD-111	S	\$181.25		
*Mechatronics	1/21	3/4	M Tu W Th	8:30 AM	12:30 PM	WFD-109	S	\$181.25		
*Mechatronics	4/1	5/13	M Tu W Th	8:30 AM	12:30 PM	WFD-109	S	\$181.25		
*Welding and Mechanized Cutting	1/27	4/11	M Tu W Th F	8:30 AM	12:30 PM	DRK-110	S	\$231.25	+equip.	
*Welding and Mechanized Cutting	1/27	5/14	M W	5:00 PM	9:00 PM	DRK-110	S	\$231.25	+equip.	
*Welding and Mechanized Cutting	4/14	6/23	M Tu W Th F	8:30 AM	12:30 PM	DRK-110	S	\$231.25	+equip.	
*Welding and Mechanized Cutting	5/19	9/10	M W	5:00 PM	9:00 PM	DRK-110	S	\$231.25	+equip.	
Public Service (704) 978-1340										
Basic Fire Fighter Training	1/27	5/13	M Tu W Th F	8:00 AM	5:00 PM	CEC-B1	S	\$588.00	Incl. books	
EMT Basic	1/27	5/7	M W F	9:00 AM	1:00 PM	CEC-19B	S	\$238.00	+books	
EMT Basic	2/4	6/13	T Th Sa	6:00 PM	10:00 PM	CEC-19B	S	\$238.00	+books	
EMT Intermediate	3/31	TBD	TBD	For information regarding the schedule, call (704) 978-1340.						
Real Estate (704) 878-4266										
Appraisal Continuing Ed: Elective	2/21	2/21	F	8:30 AM	4:30 PM	CEC-Aud	S	\$85.00	Incl. book	
Appraisal Continuing Ed: Elective	3/7	3/7	F	8:30 AM	4:30 PM	CEC-Aud	S	\$85.00	Incl. book	
Appraisal Continuing Ed: USPAP Update	TBD	TBD	F	8:30 AM	4:30 PM	CEC-Aud	S	\$85.00	+book	
Broker Continuing Ed: Broker-in-Charge Annual Review	5/1	5/1	Th	2:00 PM	6:00 PM	CEC-Aud	S	\$50.00	Incl. book	
Broker Continuing Ed: Elective	2/27	2/27	Th	2:00 PM	6:00 PM	CEC-Aud	S	\$50.00	Incl. book	
Broker Continuing Ed: Elective	3/19	3/19	W	9:00 AM	1:00 PM	CEC-Aud	S	\$50.00	Incl. book	
Broker Continuing Ed: Elective	5/29	5/29	Th	9:00 AM	1:00 PM	CEC-Aud	S	\$50.00	Incl. book	
Broker Continuing Ed: Mandatory Update	2/27	2/27	Th	9:00 AM	1:00 PM	CEC-Aud	S	\$50.00	Incl. book	
Broker Continuing Ed: Mandatory Update	3/19	3/19	W	2:00 PM	6:00 PM	CEC-Aud	S	\$50.00	Incl. book	
Broker Continuing Ed: Mandatory Update	5/1	5/1	Th	9:00 AM	1:00 PM	CEC-Aud	S	\$50.00	Incl. book	
Broker Continuing Ed: Mandatory Update	5/29	5/29	Th	2:00 PM	6:00 PM	CEC-Aud	S	\$50.00	Incl. book	
Broker Continuing Ed: Online Electives	Online					Internet		\$40.00		
Broker Post-Licensing	4/1	5/1	Tu Th	6:00 PM	9:00 PM	CEC-9	S	\$125.00	+book	
Real Estate Pre-Licensing	3/4	5/22	Tu Th	5:30 PM	9:00 PM	WFD-205	S	\$190.00	+book	
Other (704) 878-4266										
Auctioneer Continuing Ed: Elective	2/24	2/24	M	5:00 PM	9:00 PM	TBD	S	\$45.00	Includes 1 certificate, additional is \$5	
Auctioneer Continuing Ed: Elective	3/26	3/26	W	5:00 PM	9:00 PM	TBD	S	\$45.00		
Getting Paid to Talk: Making Money with Your Voice	3/25	3/25	Tu	6:30 PM	9:00 PM	TBD	S	\$40.00		

***Qualifies for Back-to-Work financial Assistance.**

SPRING 2014 CONTINUING EDUCATION CLASS SCHEDULE

Title	Start Date	End Date	Days	Start Time	End Time	Bldg-Rm	Town	Cost	Book	New
FOREIGN LANGUAGE ONLINE (704) 878-4266										
Spanish for the Workplace	Visit http://www.myspanishteacher.com/mitchellcc .							\$65.00		
ONLINE CLASSES (704) 878-4266										
AlphaSprout: E-Learning	Ongoing	Visit http://www.mitchellcc.edu/programs/online-education/					Starting at \$74.00			
Education to Go (Ed2Go)	Monthly	Visit http://www.mitchellcc.edu/programs/online-education/					Starting at \$70.00			
PERSONAL ENRICHMENT — CLASSES JUST FOR FUN!										
Arts and Crafts (704) 978-5486										
Acrylic/Oil Painting	1/23	3/13	Th	6:00 PM	8:30 PM	CEC-B7	S	\$65.00	+supplies	
Counted Cross Stitch, Beginning	1/27	2/17	M	6:30 PM	7:30 PM	CEC-8	S	\$30.00		New
Crochet, Beginning	1/16	2/20	Th	6:00 PM	8:00 PM	WFD-106	S	\$35.00	+supplies	
Crochet, Part 2	3/6	4/10	M	6:00 PM	8:00 PM	WFD-106	S	\$35.00	+supplies	
Furniture Painting	2/3	2/10	M	6:00 PM	8:30 PM	CEC-B7	S	\$45.00		
Knitting Introduction	2/3	2/24	M	6:00 PM	8:00 PM	WFD-106	S	\$35.00	+supplies	New
Pottery: Handbuilding Techniques and Projects	1/15	3/5	W	9:30 AM	12:00 PM	DRK-100	S	\$135.00		New
Pottery: Handbuilding Techniques and Projects	1/16	3/6	Th	6:30 PM	9:00 PM	DRK-100	S	\$135.00		New
Pottery: Handbuilding Techniques and Projects	3/26	5/21	W	9:30 AM	12:00 PM	DRK-100	S	\$135.00		New
Pottery: Handbuilding Techniques and Projects	3/27	5/22	Th	6:30 PM	9:00 PM	DRK-100	S	\$135.00		New
Scarf Dyeing	3/22	3/22	Sa	9:00 AM	1:00 PM	CEC-Caf	S	\$40.00		New
Sewing and Quilting, Beginning	Starting in January at JS Fiber, call (704) 978-5486.									
Sewing! Things your Mama didn't teach you!	3/3	4/7	M	6:00 PM	8:30 PM	QL	M	\$165.00	+supplies	
Stained Glass, Beginning	1/22	3/12	W	6:00 PM	9:00 PM	CUR	S	\$70.00	+supplies	
Stained Glass, Beginning	3/26	5/14	W	6:00 PM	9:00 PM	CUR	S	\$70.00	+supplies	
Stained Glass, Advanced	1/21	3/11	Tu	6:00 PM	9:00 PM	CUR	S	\$70.00	+supplies	
Stained Glass, Advanced	3/25	5/13	Tu	6:00 PM	9:00 PM	CUR	S	\$70.00	+supplies	
Stained Glass, Fusing and Slumping	2/8	2/22	Sa	10:00 AM	1:00 PM	DRK-101	S	\$70.00	+supplies	
Stained Glass, Fusing and Slumping	3/22	4/5	Sa	10:00 AM	1:00 PM	DRK-101	S	\$70.00	+supplies	
Watercolor Painting	1/6	3/17	M	6:00 PM	9:00 PM	CUR	S	\$70.00	+supplies	
Watercolor Painting	1/7	3/11	Tu	9:00 AM	12:00 PM	CUR	S	\$70.00	+supplies	
Watercolor Painting	1/8	3/12	W	9:00 AM	12:00 PM	CUR	S	\$70.00	+supplies	
Watercolor Painting	1/9	3/13	Th	9:00 AM	12:00 PM	CUR	S	\$70.00	+supplies	
Watercolor Painting	3/31	6/23	M	6:00 PM	9:00 PM	CUR	S	\$70.00	+supplies	
Watercolor Painting	4/1	6/10	Tu	9:00 AM	12:00 PM	CUR	S	\$70.00	+supplies	
Watercolor Painting	4/2	6/11	W	9:00 AM	12:00 PM	CUR	S	\$70.00	+supplies	
Watercolor Painting	4/3	6/12	Th	9:00 AM	12:00 PM	CUR	S	\$70.00	+supplies	
Dance and Exercise (704) 978-5486										
Line Dance	1/16	2/20	Th	6:30 PM	7:30 PM	CEC-Caf	S	\$30.00		New
Line Dance	3/6	4/10	Th	6:30 PM	7:30 PM	CEC-Caf	S	\$30.00		New
Social Dance	1/27	2/17	M	7:00 PM	7:45 PM	CEC-Caf	S	\$40.00		New
Social Dance, Level 2	3/3	3/24	M	7:00 PM	7:45 PM	CEC-Caf	S	\$40.00		New
Food and Culinary (704) 978-5486										
Cake Decorating, Beginning	2/4	3/11	Tu	6:00 PM	0:00 PM	CEC-Caf	S	\$60.00	+supplies	
Cake Decorating, Advanced	3/25	4/29	Tu	6:00 PM	9:00 PM	CEC-Caf	S	\$60.00	+supplies	

SPRING 2014 CONTINUING EDUCATION CLASS SCHEDULE

Title	Start Date	End Date	Days	Start Time	End Time	Bldg-Rm	Town	Cost	Book	New
Cutting Food Costs	1/13	1/13	M	5:30 PM	8:30 PM	CATS	T	\$20.00		New
Yeast Breads	3/10	3/11	M Tu	5:30 PM	8:30 PM	CATS	T	\$40.00		
Home and Garden (704) 978-5486										
Home Staging	1/23	1/23	Th	6:30 PM	8:30 PM	CEC-9	S	\$20.00		
Aquaponics	2/11	3/11	Tu	6:00 PM	8:00 PM	CEC-B7	S	\$35.00		New
Bonsai	3/22	3/22	Sa	10:00 AM	2:00 PM	CEC-B7	S	\$50.00		New
Permaculture, Introduction	1/22	2/26	W	6:00 PM	8:00 PM	WFD-203	S	\$45.00		New
Special Interest Classes (704) 978-5486										
Estate Settlement	2/6	2/27	Th	7:00 PM	9:00 PM	WFD-203	S	\$40.00		New
Healthy New Year	1/14	2/4	Tu	6:00 PM	7:00 PM	CEC-9	S	\$25.00		New
Fingerstyle Guitar	3/11	5/13	Tu	6:30 PM	8:00 PM	MCB-117	M	\$85.00		
Motorcycle Safety	Call (704) 878-4273 for more information.									
Photography Basics	1/21	2/25	Tu	6:00 PM	9:00 PM	WFD-203	S	\$55.00		
Photography, Intermediate	3/11	4/15	Tu	6:00 PM	9:00 PM	WFD-203	S	\$55.00		
Sign Language, Beginning	1/27	3/3	M	7:00 PM	9:00 PM	WFD-203	S	\$50.00		
Sign Language, Intermediate	3/17	4/21	M	7:00 PM	9:00 PM	WFD-203	S	\$50.00		
Financial Planning 101	1/27	2/10	M	6:30 PM	8:30 PM	MCA-Aud	M	\$45.00		
SMALL BUSINESS SEMINARS — Statesville (704) 878-3227										
Google Drive, Document, and Spreadsheet for Small Business Owners	1/13	1/13	M	6:00 PM	9:00 PM	WFD-104	S	No charge	NA	
Everything You Ever Wanted to Know About Starting a Business	1/14	1/14	Tu	6:00 PM	9:00 PM	WFD-108	S	No charge	NA	
Small Business Owners: Effectively Manage Your Accounts Receivable	1/23	1/23	Th	9:00 AM	11:00 AM	WFD-205	S	No charge	NA	
Small Business Marketing for Success	2/4	2/4	Tu	6:00 PM	9:00 PM	WFD-108	S	No charge	NA	
Business Disaster Planning for the Small Business Owner	2/13	2/13	Th	10:00 AM	12:00 PM	WFD-108	S	No charge	NA	
Nonprofit Leaders: What You Need to Know About Grant Writing	2/21	2/21	F	9:00 AM	12:00 PM	WFD-205	S	No charge	NA	
Small Business Owners: Benefits of an Employee Handbook	2/27	2/27	Th	9:00 AM	12:00 PM	WFD-108	S	No charge	NA	
Basics of a Home-based Business	2/27	2/27	Th	2:00 PM	5:00 PM	WFD-108	S	No charge	NA	
Writing a Business Plan that WORKS	3/18	3/18	Tu	6:00 PM	9:00 PM	WFD-108	S	No charge	NA	
Small Business Publishing and Printing 101	3/28	3/28	F	9:00 AM	12:00 PM	WFD-108	S	No charge	NA	
Small Business Publishing and Promoting 102	3/28	3/28	F	2:00 PM	5:00 PM	WFD-108	S	No charge	NA	
Obtaining a Loan for Start-up or Business Expansion	4/1	4/1	Tu	6:00 PM	9:00 PM	WFD-108	S	No charge	NA	
Owning Rental Property as a Small Business	4/15	4/15	Tu	6:00 PM	9:00 PM	WFD-108	S	No charge	NA	
Small Business Owner and Employee Engagement	4/17	4/17	Th	9:00 AM	10:00 AM	WFD-205	S	No charge	NA	
SMALL BUSINESS SEMINARS — Mooresville (704) 878-3227										
What Small Business Owners Need to Know About Generational Differences	1/21	1/21	Tu	6:00 PM	9:00 PM	MCA-125	M	No charge	NA	
Build Your Business Through Networking	1/29	1/29	W	9:00 AM	11:00 AM	MCA-125	M	No charge	NA	
3 Steps to Conquer Marketing	2/11	2/11	Tu	6:00 PM	8:00 PM	MCA-125	M	No charge	NA	
Social Media Marketing for the Small Business Owner	2/26	2/26	W	9:00 AM	12:00 PM	MCA-125	M	No charge	NA	
The BASICS of using eBay to Sell Your Products	3/4	3/4	Tu	9:00 AM	12:00 PM	MCB-117	M	No charge	NA	

SPRING 2014 CONTINUING EDUCATION CLASS SCHEDULE

Title	Start Date	End Date	Days	Start Time	End Time	Bldg-Rm	Town	Cost	Book	New
Building Your Business: BEYOND the BASICS of USING EBAY	3/4	3/4	Tu	1:30 PM	4:30 PM	MCB-117	M	No charge	NA	
Small Business Owner: eBay Stores	3/4	3/4	Tu	6:00 PM	9:00 PM	MCB-117	M	No charge	NA	
Nonprofit Leaders: What Will it Take to Lead in the Future?	3/7	3/7	F	9:00 AM	11:00 AM	MCA-130	M	No charge	NA	
Business Startup	3/11	3/11	Tu	6:00 PM	8:00 PM	MCA-122	M	No charge	NA	
Nonprofit Leaders: Program Adaptability	3/14	3/14	F	9:00 AM	11:00 AM	MCA-130	M	No charge	NA	
Nonprofit Leaders: Access to Resources	3/21	3/21	F	9:00 AM	11:00 AM	MCA-130	M	No charge	NA	
Small Business Owners: Do You Know Customer Satisfaction vs. Customer Loyalty?	3/26	3/26	W	9:00 AM	11:00 AM	MCA-122	M	No charge	NA	
Aligning Employees with Your Small Business' Vision: Loyalty, Passion, Motivation, Punishments, and Rewards	4/10	4/10	Th	6:00 PM	9:00 PM	MCA-122	M	No charge	NA	
Being a Leader vs. Manager in Your Small Business	4/30	4/30	W	9:00 AM	12:00 PM	MCA-125	M	No charge	NA	
Creating an Effective Business Plan	5/6	5/6	Tu	6:00 PM	8:00 PM	MCA-125	M	No charge	NA	
Record Keeping and Taxes for Small Business Owners	5/13	5/13	Tu	06:00 PM	08:00 PM	MCA-130	M	No charge	NA	

Basic Skills/GED/High School Diploma (704) 878-3232

Basic Reading, Writing and Math Skills. Instruction on the subject areas of the GED test: Language Arts (Reading and Writing), Math, Social Studies, and Science.										
Basic Skills/GED/High School Diploma Registration and Orientation	1/6	5/14	M	9:00 AM	12:00 PM	CEC-29	S	No charge	Provided	
Basic Skills/GED/High School Diploma Registration and Orientation	1/6	5/14	M	5:30 PM	8:30 PM	CEC-29	S	No charge	Provided	
Basic Skills/GED/High School Diploma Registration and Orientation	1/6	5/14	M	9:00 AM	12:00 PM	MCA-209	M	No charge	Provided	
Basic Skills/GED/High School Diploma Registration and Orientation	1/6	5/14	M	4:00 PM	7:00 PM	MCA-203	M	No charge	Provided	
Basic Skills/GED/High School Diploma Registration and Orientation	1/6	5/14	M	9:00 AM	12:00 PM	COL-EC	S	No charge	Provided	
Basic Skills/GED Classes	1/6	5/14	M Tu W Th	8:00 AM	9:00 PM	Various Locations				
GED Online	1/6	5/14	Online			Online		No charge	Provided	
GED Online	1/6	5/14	Online			Online		No charge	Provided	
3D GED	1/6	5/14	Meeting arranged					No charge	Provided	New
Math and More for the College Bound ²	1/6	2/28	(4) Tu, (4) Th,	5:00 PM	9:00 PM	CEC-203	S	No charge	Provided	New
Math and More for the College Bound ²	1/6	2/28	M Tu W Th	9:00 AM	1:00 PM	MCA-107	M	No charge	Provided	New
Math and More for the College Bound ²	3/10	5/8	M Tu W Th	9:00 AM	1:00 PM	CEC-203	S	No charge	Provided	New
Math and More for the College Bound ²	3/10	5/8	M Tu W Th	9:00 AM	1:00 PM	MCA-107	M	No charge	Provided	New
² Hybrid class										

English as a Second Language (ESL) (704) 878-3236

ESL Registration	1/6	8/11	M W	8:30 AM	12:00 PM	CEC-26	S	No charge	Provided	
ESL Registration	1/6	8/11	M W	8:30 AM	12:00 PM	MCA-206	M	No charge	Provided	
ESL Registration	1/6	8/11	M Tu W Th	8:30 AM	12:00 PM	CEC-26	S	No charge	Provided	
ESL Registration	1/6	8/11	M Tu W Th	8:30 AM	12:00 PM	MCA-206	M	No charge	Provided	
ESL Registration	1/6	8/11	M Tu W Th	5:30 PM	8:30 PM	CEC-26	S	No charge	Provided	
ESL-Computer Lab	1/6	8/11	M Tu W Th	5:30 PM	8:30 PM	CEC-26	S	No charge	Provided	
ESL-Computer Lab	1/6	8/11	M Tu W Th	5:30 PM	8:30 PM	MCA-206	M	No charge	Provided	
ESL-Computer Lab	1/7	8/11	Tu Th	5:30 PM	8:30 PM	CEC-26	S	No charge	Provided	New
ESL-Computer Lab	1/9	8/11	Th F	4:00 PM	7:00 PM	PE	M	No charge	Provided	New

Registration

- Students must attend the first class meeting.
- Refunds will only be made under special circumstances. Please inquire when registering.
- Students must be 18 years of age or older. Students under age 18 may enroll with special requirements.
- A higher registration fee must be charged to a student enrolling in the same Occupational Extension course more than twice in a five-year period. This policy is waived if course repetition is required for certification/licensing standards.
- Continuing Education courses, programs, and events may be canceled or changed due to State budget limitations.
- Registration fees for occupational extension classes are established by the State Board of Community Colleges.

Payment Options

Cash, check, money order, credit card, or third-party billing. Call (704) 878-3220 for more information.

Cancellation Policy

The College reserves the right to cancel a class due to lack of enrollment. In this case, registered students will be issued a full refund. Students who officially withdraw from a course prior to its beginning will be issued a full refund. Participants who officially withdraw from a course prior to the 10% point will be issued a 75% refund. Students who officially withdraw from a course after the 10% point are ineligible for a refund. For assistance with cancellations or transfers, call (704) 878-3220.

Classroom Location Legend

Towns

M=Mooresville; S=Statesville, T=Troutman

Buildings

AUT	Auto Tech Center, 258 Murdock Rd., Troutman
CATS	Iredell-Statesville Schools Career Academy and Technical School, 258 Murdock Rd., Troutman
CEC	Continuing Education Center, 701 W. Front St., Statesville
CHR	Cherry Street Center, 704 Cherry St., Statesville
COL-EC	Collier Enrichment Center, 110 W. Allison St., Statesville
CUR	Current House, Main Campus, 507 W. End Ave., Statesville
DRK	Drake Street Annex, CEC, 335 Drake St., Statesville
GWD	Goodwill Workforce Development Center (beside Home Depot in Statesville)
MCA	Mooresville Center, 219 N. Academy St., Mooresville
MCB	Mooresville Center, 239 N. Academy St., Mooresville
MVLL	Mooresville Public Library, 304 S. Main St., Mooresville
QL	Quilter's Loft Company, 188 N. Main St., Mooresville
SB	Science Building, Main Campus, 500 W. Broad St., Statesville
WFD	Technology and Workforce Development Center, 701 W. Front St., Statesville

Books

Continuing Education textbooks are available at the bookstore and are generally available two weeks prior to the first day of class. Textbooks for the Mooresville Center classes are sold on-site. Some textbooks may be ordered online. Call (704) 878-3220 or visit www.mitchellcc.edu/bookstore/ for more information.

Location

The Bookstore is located in the Montgomery Student Union, 500 W. Broad St., Statesville, NC 28677-5264, Phone (704) 878-3275, Fax (704) 878-4294. Regular store hours are Monday through Thursday 8:30 a.m. - 6:00 p.m. and Friday 8:30 a.m. - 1:30 p.m.

Payment Information

- For checks, credit cards, or if requesting a refund, students or parents must present an official photo ID.
- If paying with a credit card, the cardholder must be present.
- Financial aid, sponsored, and third-party students must provide a photo ID.
- Bring a copy of your registration form.

Refund Policy and Procedures

- Books can only be returned within the first five days of the class start date with a valid Mitchell cash register receipt.
- Books cannot be returned if the shrink-wrap has been removed or opened.
- Books purchased after the return period can be returned for full or partial credit within 48 hours with a valid receipt.
- Refund checks are issued by the Financial Services Office within four to six weeks.

Inclement Weather Policy

In the event of adverse weather, Mitchell Community College will determine whether to delay classes, cancel classes, or close the College. A decision will be made by 6 a.m. for day classes and by 3 p.m. for evening classes. Check local television and radio stations or the following locations for information:

- Mitchell Community College Web Site—www.mitchellcc.edu
- Facebook— www.facebook.com/MitchellCommunityCollege
- Switchboard/Call-In—(704) 878-3200



Financial Assistance

If you are interested in job-training or retraining courses and need help with fees, scholarship funding may be available. Call (704) 978-5439 to inquire about options.

Sewing and Quilting

New this spring!



Beginner sewing and quilting classes will be offered at the JS Fiber Outlet in Statesville starting in January. Call (704) 978-5486 for more information.

Aquaponics

New this spring!



Learn the basics which combine raising fish and growing vegetables. Check the schedule for dates and times or call (704) 978-5486 for more information.

Cake Decorating

New this spring!



Learn piping, basket weaving in the beginner class. Create borders, flowers, and unique decorations using advanced piping techniques in the advanced class. Check the schedule for dates and times or call (704) 978-5486 for more information.

Training is just a click away!



Ed2Go

Choose from hundreds of instructor-led courses that you can take anytime, anywhere. Categories include:

- Accounting and Finance (36 courses)
- Business (105 courses)
- College Readiness (16 courses)
- Computer Software Applications (81 courses)
- Design and Composition (51 courses)
- Healthcare and Medical (37 courses)
- Language and Arts (82 courses)
- Law and Legal (8 courses)
- Personal Development (127 courses)
- Teaching and Education (66 courses)
- Technology (96 courses)
- Writing and Publishing (41 courses)

Classes begin monthly and are available 24/7. Prices range from \$70 to \$115. Visit www.ed2go.com/mitchellcc for course listings, descriptions, prices, and registration information. For more information call (704) 878-4266.

AlphaSprout

Get on-demand e-learning courses that are highly interactive and perfect for adult learners. Courses use audio, video, graphics and simulations to teach. Categories include:

- Business Analysis Professional
- Certification Prep-Microsoft
- Certification Prep-Technical
- Certification Prep-Web Development
- Communication
- Customer Service
- Desktop Software
- Financial Management
- Human Resources
- Leadership
- Management
- Miscellaneous
- Project Management
- Sales & Marketing
- Technical-Software

Classes are available 24/7 and can be completed at your own pace. Prices range from \$74 to \$134. Visit https://AlphanumericSystems.csod.com/default.aspx?c=mitchell_oe_primary or call (704) 878-4266.

Online Spanish for the Workplace

Learn Spanish with our innovative, online program designed to teach job-specific Spanish. Courses are available 24/7 and the cost is \$70. Visit www.myspanishteacher.com/mitchellcc or call (704) 878-4266.

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Ask Hedy



What should I do in preparation for a Job Fair?

First and foremost make sure you have a current resume. Instructors in our Employability Labs will look over your resume and make recommendations for improvements. If you don't have a resume one of our instructors will help you create one. In addition, get a list of the participating employers and do a little research so you know which employers might be a good match for your skills. Employers will be impressed if they see you took the time to learn about their business.

What should I bring to a Job Fair?

Bring plenty of resumes plus a big smile and friendly attitude. DO NOT bring children or pets. If an employer sees you with your child, they immediately assume that you couldn't find childcare and that you could have the same problem if they offered you a job.

What should I wear to a Job Fair?

Business attire is best. Men should wear a suit or at nice pair of slacks and a button down shirt. Women should wear a business suit, either a skirt or slacks with a jacket and closed-toe shoes. I would recommend basic colors, black, navy or brown. Don't wear too much jewelry or perfume. Don't wear a ball cap. Remember, you want to create a positive impression, not a distraction!

What should I say at a Job Fair?

Prepare a 30-second "elevator" speech. This is a pitch that conveys your skill-set clearly and succinctly. Your pitch should be the length of a short elevator ride, hence the name elevator speech. Folks often stumble when asked the question, "So what do you do?" If you have your elevator speech prepared you can answer without stumbling. Come to one of our Employability Labs to get help with preparing your speech.

Hedy Ryerson is Human Resources Development Coordinator in Mitchell's Continuing Education Division. You can contact Hedy at (704) 878-3235 or hryerson@mitchellcc.edu.

CONNECT ■ EXPLORE ■ WORK

Job Fair

Thursday, March 20
Statesville, NC

Save the Date!



Job Toolkit Checklist

- Do you have an up to date resume?
- Do you carry a copy of your resume with you at all times?
- Is your resume saved on a USB drive?
- Do you know how to attach your resume to an email?
- Do you know how to upload your resume to a website?
- Do you have a professional email address?

Find out more about how to prepare your job toolkit at one of our employability classes. For more information or to register, call (704) 978-5438.

Welding career great for former graphic artist



Welder Claudia Krottendorfer was excited to get her own welding booth.

Claudia Krottendorfer came to the job fair in Mooresville in October searching for a company hiring welders. She was delighted when she found Associated Metal Works. She walked up and said “you are the company I’ve been looking for.” They were looking for her too. In December, Krottendorfer as well as another student, Chris Carr were hired full-time, two weeks before completing Mitchell’s welding program.

“We were so impressed with Claudia when we met her at the job fair,” said Alisa Griffin, office manager for Associated Metal Works. That day, they saw her outgoing personality. At the interview, they saw her strong welding skills. “This is our first female hire for this type of a position,” added Griffin. “She has been a great addition. Her enthusiasm is contagious.”

Krottendorfer came to the US from Austria and worked in graphic arts in California. Fate brought her to North Carolina. Mitchell’s Back-to-Work program helped her train for a new career.

The Welding and Mechanized Cutting class teaches students basic welding skills—how to use tools to shape and cut metals, interpret blueprints, safety, and weld tests and codes. Students gain experience in stick, MIG, and TIG welding. “We put a lot of emphasis on practical applications and “hands-on” activities including plasma cutting,” said instructor Al Lofland.

Students come into the class with varying levels of experience—some are “hobby” welders, others have no experience. Lofland customizes activities appropriate to their experience. “Al is a fantastic instructor,” said Krottendorfer. “The direct experience I got in the classroom prepared me well for this job.”

She is excited about her new job. “This is a great team. They have been very welcoming, very supportive. I’ve found my home.”

Associated Metal Works, located in Harmony, designs, fabricates and installs systems used in the automotive, furniture, food, paper, wood products and plastics industries. Products include air handling systems, spray booths and metal flex hose. The employees have over 30 years of experience in serving commercial and industrial customers.

According to the Bureau of Labor Statistics, employment of welders, cutters, solderers, and brazers is expected to grow 15 percent from 2010 to 2020. Properly skilled welders with up-to-date training should have the best job prospects. For more information call (704) 978-5471. If you are unemployed, underemployed, a veteran or a member of the NC National Guard, you may qualify for financial assistance.

¹ Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Welders, Cutters, Solderers, and Brazers, on the Internet at <http://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm>



OSHA Certification

It might give you an edge in your job search

The General Industry OSHA certification program is a 10-hour class that provides participants with a general understanding of regulations, hazards, policies, enforcement and compliance. A number of industries require the class for entry level positions, which could give individuals an edge in their employment search.

Karl Marion, who participated in the Back-to-Work program, is serving as a part-time instructor for the class. Marion has an extensive background in OSHA as well as safety evaluation, workers compensation, industrial hygiene, ADA and ergonomics. Students have commented on the quality of the class.

If you are unemployed, underemployed, a veteran or a member of the NC National Guard, you may qualify for financial assistance. For more information, call (704) 978-5471.



Finally a firefighter!

Layoff gave Flores the motivation to pursue his dream career.

Issac Flores lived in New York and Virginia before moving to Mooresville. When he got married at the age 19, he gave up his dream of becoming a fireman. He couldn't afford the time or the money he needed to take the classes.

Last year, Flores was laid off from his job and decided that maybe it was time to reconsider becoming a firefighter, a job that might be more stable. He approached the Wayside Volunteer Fire Department in Statesville about opportunities. They told him about Mitchell Community College's Basic Fire Fighter Training program and offered to cover his tuition.

"The training was a real eye opener," said Flores, who completed the program in December. "In addition to the physical training, you learn a lot about fire prevention, and about being of service to the community."

Students learn about alarms, communications, ventilation, control, emergency medical care, sprinkler systems, and hazardous materials. They also learn the importance of communication with co-workers and leaders.



Recent graduates. Front (l-r) Cory Cerven, James Leaptrott, Adawi Revels, David Wilson, Issac Flores. Back (l-r) Benjamin Connor, Austin Bavery, Holden Utt, Cody Arrington, Jonathan Newman, Obey Vang, Dustin Crawford.



Issac Flores graduated from program in December.

"The best part of being a firefighter is being part of a team," said Flores. "To be successful, we have to live together, work together, trust each other, and support each other. No firefighter can do the job alone. It's a family."

Mitchell's Basic Firefighter program prepares students to take certification examinations for Firefighter I, Firefighter II, Medical Responder and Emergency Vehicle Driver (EVD) and to qualify for entry-level firefighter positions. The program can be completed in six months. To boost their employability, many go on to and complete the EMT training and certification.

Flores hopes to get a full-time position at the fire department. He will begin his EMT certification in January.

For more information on the program visit www.mitchellcc.edu/programs/public-safety/basic-firefighter.cfm or contact Josh Smith, program coordinator at (704) 978-5498, jsmith@mitchellcc.edu. Veterans and members of the NC National Guard may qualify for financial assistance through the Back-to-Work program. To see if you qualify, contact Beverly Hedrick at (704) 978-5471, bhedrick@mitchellcc.edu.



"Grammie" Tammie Crook finds career in health care

Tammie Crook worked for many years as a new account administrator, drawing logos for customers and helping manage their orders. When sales declined, she was laid off.

"It really hurt my ego," said Crook. After sitting around the house for almost two years feeling sorry for herself, she enrolled in Mitchell's nursing assistant program. She had worked as a CNA when her children were young. "I called myself "Grammie Tammie" I was the oldest one in the class. It was so much fun!" She completed the program in August and is working in the ER at Iredell Memorial Hospital.

"I love working in the ER, it's fast-paced and you are always doing something different," said Crook. "One minute you may be doing an accu-chek and the next you may be doing compressions."

"Tammie has definitely chosen the perfect profession and her instructors have done a great job training her to be a wonderful and caring CNA," said Maria Martinez, RN and charge nurse. She has an extraordinary work ethic and is a delight to patients and coworkers."

The CNA program can be completed in six months or less. For more information call (704) 978-5443. Veterans and members of the NC National may qualify for tuition assistance. To see if you qualify, contact Beverly Hedrick at (704) 978-5471, bhedrick@mitchellcc.edu.

Back to work and loving it

After being out of work for 14 months, Robert Walker got a great I.T. job.



Robert Walker

When Robert Walker lost his information technology position at a financial institution due to a layoff, he had no idea that it would take 14 months to find a new job. To stay motivated during his search, he became a regular at the Career Jumpstart sessions at Mitchell's Mooresville Center. In fact, he was the first person to sign up for the class and only missed two sessions. The class is facilitated by Michelle Beam.

Today, Walker is working in I.T. services for Community Health Services, the owner of five hospitals including Davis Regional Medical Center and Lake Norman Regional Medical Center. Hospitals use a variety of technology tools—office personnel use desktop computers and laptops. Medical personnel use iTouch devices and computers on wheels (COWS). Up-time is critical.

Walker serves as a liaison between the user and the service provider

"Working for a hospital is much different. In my previous job, it was all about the numbers. Now, it's all about the people," said Walker. "We work as a team and communication among us

is important. Everyone is very supportive and everyone works together."

Hospital I.T. work also brings new challenges. HIPPA laws and protecting patient information and medical records is essential.

Walker handles 100-plus calls a day. "My internal customers have a sense of urgency and things can get tense."

The Career Jumpstart class helped prepare Walker for this job. "In class, we learned how to work through frustration. We learned how to communicate—to listen and to empathize. We learned how to make a plan and get organized. I use these skills every day."

"I also learned not to lose hope, that we had to believe in ourselves. I looked forward to Monday nights and owe a lot to Michelle for helping me through this tough time."

"Every day I walk around the hospital on my break. I see patients and their families. It brings me back to reality. It makes me feel good knowing that maybe, in some little way, the work I am doing is making a difference for them. Whether you are in the hospital or looking for a job, you have to have hope."

Career Jumpstart offers hope to the unemployed and underemployed

The Career Jumpstart class (renamed Career Coaching for the spring semester) meets every Monday at the Mooresville Center, 5:30-8 p.m. in room MCA-110. It restarts on January 6. The class, facilitated by Michelle Beam, is part of Mitchell's employability program. If you are unemployed or underemployed, fees may be waived.

You will work on your job search skills, practice and improve your interviewing techniques, set up and learn how to use social media to aid in your job search, and learn about other resources available.

You will also learn how to look "outside the box" for new and different career pathways.

"You don't have to do what you have always done," said Beam. "This just might be the perfect time to make a change."

The class offers a supportive atmosphere. "It's easy to get depressed when your job search is stalled," said Beam. "The entire class works together to help you through it. Everyone wants everyone else to succeed."

For more information or to sign up, call (704) 978-5438.



David Hyland was in the parts and service business for over 10 years. He has extensive experience in repairing generators, pumps, and heavy equipment. Hyland is planning to do coursework to build on his experience and plans to pursue a career in maintenance. Hyland believes the class is helping him find new ways to search for opportunities.



Kelley Merck (left) moved to the area when her husband was transferred. She has 16 years of experience in accounts payable for a biotech company.

Maureen Marriott (right) worked as an office manager in a plastic surgery and med-spa business.

Both are coming to class to work on resumes, interviewing skills and job search strategies.

Need a high school diploma?

You have two options, GED Testing or Adult High School diploma.

If you didn't complete your GED testing by the end of the year, we have two options starting in January 2014.

The first option is the new GED test which is computer-based. If you have strong skills in the subject areas, this might be your best route. You will have to pay for the tests but, you can complete the program faster.

If you are only lacking a few credits, the High School diploma may be the best route. You have to complete each of the courses you are missing but there are no fees for classes or testing. The Iredell County School system awards the diploma.

With either program, students must take the Tests of Adult Basic Education (TABE®) assessment in reading and math. If your scores are low, you will be referred to an Adult Basic Skills class to brush up on your skills.



Our staff can help you choose the program that best fits your needs and time schedule. For more information, call (704) 878-3232.

Compton named student of the month



Jeanne Compton just completed her GED, and at the same time, was recognized as Mitchell Community College's student of the month. Compton works full-time in facilities support at Mitchell. She began working on her GED eight years ago and completed her final test in math before the yearend deadline.

What's the difference in the GED and the Adult High School Diploma?

	GED®	Adult High School Diploma (AHSD)
Minimum Age	Adults over the age of 16 who have not completed high school.	Same
Eligibility	Proficiency level in reading and math on the Tests of Adult Basic Education (TABE)	Proficiency level in reading and math on the Tests of Adult Basic Education (TABE). Previous transcript evaluation with counselor
Other Requirements	None	Official high school transcript
Subject Areas	Categories include <ul style="list-style-type: none"> ▪ Language Arts – Reading and Writing ▪ Math ▪ Science ▪ Social Studies 	Based on high school transcript, courses may include: <ul style="list-style-type: none"> ▪ English ▪ Math ▪ Science ▪ Social Studies ▪ Health ▪ Electives
Graduation Requirements	Passing score in all four subject areas	Number of required credits is determined by Iredell-Statesville Schools
Class Options	<ul style="list-style-type: none"> ▪ GED Classes ▪ GED Online ▪ 3D GED 	Classes offered online.
Class Locations	Classes offered in Statesville and Mooresville Testing offered in Statesville.	Classes and testing offered in Statesville and Mooresville
Cost	No charge for classes Tests are \$30 each or \$120 for the full set of four tests	No charge for classes or testing.
Next Step	Come to any Basic Skills Orientation or call (704) 878-3232 for more information.	

3D GED

Get your high school diploma while you train for a career.

The 3D GED program offers students an excellent opportunity to complete a series of "stackable" credentials.

- **Diploma for the GED**
- **Documented Career Readiness Certification (Bronze, Silver or Gold)**
- **Dynamic Occupational Certificate** leading to a career pathway
or
- **Developmental coursework** for the college-bound student

Mitchell will waive tuition for the CRC and occupational or developmental courses while the student is enrolled in the GED preparation class.

For more information on the program, occupational options, and to see if you qualify, call (704) 878-3236.

Bradford Animal Hospital

New veterinarian uses Mitchell's Small Business Center services to help with hospital startup.

While traveling from her home in West Virginia to veterinary school in Alabama, Tiffany Bradford would pass through Iredell County with its rolling hills and rich pasture land. It was close to home and it reminded her of the Charolais cattle and Belgian horse farm where she grew up. She completed her doctor of veterinary medicine degree at the University of Tuskegee in 2002 and she decided to make this area her home. In 2005, she moved to Stony Point where she had the opportunity to work with large animals. It was there where she met her husband Garrett, a Statesville native.

"In 2010, I started thinking about opening my own animal hospital and began developing my business plan," said Bradford. Kim Atwell at BB&T referred Bradford to Suzanne Wallace, Mitchell's small business center director.



The new Bradford Animal Hospital located off the Tomlin Mill Road exit on I-77.

Wallace worked with Bradford to develop financial projections required in order to secure a loan. "Suzanne was very easy to work with. At the time, I was working 1-1/2 hours from home so we were able to do much of our work through email communications and phone calls."

"Dr. Bradford did a lot of planning. She has a passion for her work but knew that a solid business plan was essential to her success," said Wallace.

The Bradford Animal Hospital opened in September 2013. The new 5,000 square foot facility has four examination rooms, a surgical suite, lab, daycare and boarding kennels, quarantine kennels, plus large animal stalls equipped with video cam for monitoring. The hospital is well-equipped with in-house lab services, ultra sounds, and laser therapy, a drug-free, pain-free alternative to pain relief.

"Our mission is to provide the best possible veterinary medicine and the best possible service to our patients and clients," said Bradford. "We work on a variety of animals- from hamsters to horses." The only animals they don't serve are birds and cattle.

Bradford is now focused on marketing. She and her staff are taking advantage of workshops offered by Mitchell's Small Business Center.



Dr. Tiffany Bradford treats Sierria whose owner also uses Bradford's pet day care services.

Bradford Animal Hospital is located 211 Woodpecker Road (at I-77 and Tomlin Mill Road) in Statesville, bradfordanimalhospitalinc.com, (704) 876-2031.

Suzanne Rhyne Wallace, director of Mitchell's Small Business Center has been working with businesses for over 17 years. Previously she worked as a business counselor with the NC Small Business and Technology Development Center, director of the Small Business Center at Davidson County Community College and owner of her own business, a restaurant in Cullowhee, North Carolina. She has an MBA from High Point University.



Get on the road to a new career! Lots of jobs...great pay!

Truck Driver Training

Call (704) 878-4266 for dates and times. Tuition assistance is available to the unemployed, under-employed, veterans and members of the NC National Guard. Call (704) 978-5471 for more information.

Come to orientation on Jan. 22 to register. Classes begin Feb. 10.